



Master Fee Schedule

Effective February 29, 2024

Resolution No. 2024-01

Table of Contents

General Policies	4
Administration Fee	4
Outside Costs	4
Enforcement Cases	4
Reimbursable Cost Recovery	4
Deposits	4
Refunds	4
Hourly Rate Schedule	5
Planning & Community Development Rates	5
Engineering Rates	5
Other Hourly Staff Rates	5
Animal Licenses, Permits, and Other Related Fees	6
Dog Licenses	6
Animal Facility and Kennel Licenses	6
Impoundment Fees	6
Miscellaneous Animal Fees	6
Business License Fees	7
General Business Licenses	7
Additional Licenses	7
Miscellaneous Business License Fees	7
Development Fees and Charges – Building	8
Building Permit Fees	8
Other Building Permit Fees	9
Plumbing and Mechanical Fees	9
Miscellaneous Building Fees	9
Development Fees and Charges – Engineering	11
Clearing Permit Fees (No Associated Grading)	11
Grading Plan Review and Permit Fees ¹¹	11
Civil Plan Review Fees	11
Franchise Agreement Review Fees	11
Right-of-Way Plan Review and Inspection Fees	11
Internal Roadway Review Fees	13
Stormwater Review Fees	14
Street Vacation and Private Street Dedication Review Fees	14
Miscellaneous Engineering Fees	14
Development Fees and Charges – Fire	16
Fire Permit Fees	16
Miscellaneous Fire Permit Fees	16

Development Fees and Charges – Land Use	17
Land Use Permits	17
Comprehensive Plan and Zoning Changes	18
Other Fees	18
Impact and Mitigation Fees.....	19
Critical Areas Mitigation Program (CAMP)	19
Park Impact Fee	19
School Impact Fee	19
Traffic Impact Fee.....	19
Miscellaneous Impact and Mitigation Fees.....	19
Utility Charges.....	20
Outside Utilities.....	20
Surface Water Utility Monthly Charges.....	20
Recreation Facility Fees and Charges	21
Classes, Exhibits and Community Events	21
Outdoor Facility Rentals.....	21
Rosehill Room Rentals	22
Rosehill Fitness Room/Showers	23
Special Event Permits.....	23
Miscellaneous Recreation Fees and Charges	23
Ambulance Transportation and Mileage Fees.....	25
Ambulance Transportation Fees	25
Mileage Fees	25
Miscellaneous Fees and Charges.....	26
General Charges	26
Parking.....	26
Public Records Requests – Fees	26
Public Records Requests – Policies.....	27

General Policies

Administration Fee

An administration fee of 15% is added to all fees and charges listed herein whenever outside costs are incurred, except for outside costs incurred from a copying vendor that makes copies of documents for the City pursuant to a public records request. 5% of the fee is for Technology Use & Maintenance Agreements.

Outside Costs

Outside costs are generally all costs of services and materials billed to the City and shall include but are not limited to costs of publication and posting, attorney fees, filing fees, reproduction costs, and outside engineering, surveying, and consulting services.

Enforcement Cases

Permit fees may be doubled when there is either a knowing violation of any adopted regulation or standard committed before a permit application is submitted or when work occurs before the required permits are issued. The decision to double a fee shall reside with the Director of the department issuing the permit.

Reimbursable Cost Recovery

The City reserves the right to recover all costs associated with corrective measures and enforcement actions taken by City Staff, outside services, or outside contractors hired by the City. Activities will be invoiced according to the hours of labor, equipment and materials needed to complete the work.

Consultant Review

The city may choose to engage a consultant to review an application on behalf of the city when specific expertise is required, it is necessary due to staffing, or when requested by the applicant to expedite review. The applicant shall be responsible for the total amount billed by the consultant for work towards their application as well as an addition 15% of the total amount billed as an administrative fee. A deposit may be required as described below.

Deposits

All deposits required in this resolution shall be held for a period of not to exceed three (3) months from the date of completion of the project to allow for all billings related to the event to be received by the City and billed against the deposit. At the end of this period, any remaining deposit shall be refunded to the applicant.

Deposits are meant to reimburse the costs involved. When costs exceed the original deposit, an additional deposit will be required before any further work will be performed by the City. The amount of the additional deposit shall be determined by the City. No interest shall accrue to any deposit (see *Resolution 89-19 for procedures*).

(Does not apply to Recreation Facility Fees & Charges.)

Refunds

Except as may be noted otherwise, including as specifically authorized in the Mukilteo Municipal Code (MMC), fees and charges are non-refundable.

Hourly Rate Schedule

Hourly rates include the hourly wage of the employees involved, plus supervision, overhead, equipment and benefits. Rates apply to administrative review which involves City staff time in excess of normal processing, deposits, or any review or service for which a fee is not established.

Planning & Community Development Rates

Community Development Director	\$140.00 / hour
Planning Manager	\$115.00 / hour
Senior Planner	\$95.00 / hour
Associate Planner	\$85.00 / hour
Assistant Planner	\$80.00 / hour
Building Official	\$115.00 / hour
Permit Services Coordinator	\$85.00 / hour
Permit Services Assistant	\$75.00 / hour
GIS Coordinator	\$85.00 / hour
GIS Technician.....	\$75.00 / hour

Engineering Rates

Public Works Director	\$140.00 / hour
City Engineer.....	\$130.00 / hour
Senior Engineering Technician	\$95.00 / hour
Surface Water Program Manager	\$100.00 / hour
Senior Surface Water Technician	\$95.00 / hour
Surface Water Technician	\$85.00 / hour

Other Hourly Staff Rates

Fire Marshal	\$105.00 / hour
Police Chief	\$150.00 / hour
General Police Officer, Serving Non-Profit Organization	\$80.00 / hour
General Police Officer, Serving All Other Organizations	\$90.00 / hour
Undesignated Staff.....	\$70.00 / hour

Animal Licenses, Permits, and Other Related Fees

Dog Licenses

Dog licenses are issued one-time for the life of the dog.

Dangerous Dog	\$270.00
Spayed / Neutered	\$40.00
Unaltered	\$80.00
Replacement for Lost / Damaged Tag	\$5.00

Animal Facility and Kennel Licenses

Licenses are required to be renewed annually.

Commercial Kennel, Fully Enclosed	\$150.00
Commercial Kennel, Indoor / Outdoor.....	\$405.00 ¹
Hobby Kennel, Primary Structure	\$75.00
Hobby Kennel, Accessory Building	\$200.00 ¹
Coop License (<i>one-time fee unless ownership or location changes</i>).....	\$40.00
Animal Service License, no Kennel	\$100.00
Animal Service License, with Kennel	\$270.00 ¹
Renewal Fee	\$10.00
Late Penalty (after Jan 31st).....	Renewal Fee plus \$10.00

Impoundment Fees

Dogs or Cats, First Impoundment.....	\$100.00 ²
Dogs or Cats, Two or More Impoundments in a 12-Month Period.....	\$150.00 ²
Owner Surrender Fee.....	\$100.00
Shelter Redemption Fee.....	\$100.00

Miscellaneous Animal Fees

Appeal.....	\$250.00
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¹ Conditional Use Permit may be required; see MMC 17.16.040.

² Plus actual boarding fees.

Business License Fees

General Business Licenses

Applicable fees apply to Resident and Non-Resident business licenses. Applications are submitted through the Department of Revenue website. Additional Washington State fees and City Traffic Impact fees may apply.

Annual Gross Income Base Fee

Equal to or Less Than \$5,000.00	No Charge
Greater than \$5,000.00, No Employees	\$100.00
Greater than \$5,000.00, One or More Employees	\$150.00
Full-Time Equivalent (FTE) Fee.....	\$60.00 / FTE ³

Additional Licenses

The licenses listed below are required in addition to the City of Mukilteo General Business License and any other Washington State license, fee, or tax.

Adult Entertainment Premises	\$5,250.00
Adult Entertainment Premises Manager License	\$575.00
Adult Entertainer License	\$575.00
Adult Arcade Premises	\$5,250.00
Adult Arcade Premises Manager License	\$575.00
Adult Arcade Device	\$55.00 / Device
Amusement Center (6 or more devices installed at one location)	\$281.00
Amusement Device (1-5 devices)	\$34.00 / Device
Amusement Device (6 or more devices)	No Charge
Amusement Device Supplier (1-5 devices)	\$34.00 / Device
Amusement Device Supplier (6 or more devices)	\$281.00
Taxicab, Initial License	\$120.00
Taxicab, Renewal.....	\$113.50

Miscellaneous Business License Fees

Appeal.....	\$250.00
DSHS Adult Family Home Inspection, First Inspection.....	\$125.00
DSHS Adult Family Home Inspection, Two or More Inspections	\$175.00

³ One Full-Time Equivalent Employee is equal to 2,080 hours worked. Any combinations of employee hours worked that totals 2,080 is one FTE.

Development Fees and Charges – Building

Projects may require multiple fees, depending on the scope and complexity. Please contact the Permit Center for a fee estimate. All review fees shall be paid before an application is deemed complete. Issuance of a permit or approval may be withheld until all fees have been paid.

Electrical permits are issued by the Washington State Department of Labor & Industries.

Building Permit Fees

Building permit fees are based on the value of the work for which a permit is required. For new construction or additions, the value is estimated by multiplying the square footage by the corresponding rate in the current International Code Council *Building Valuation Data* table. Applicants will need to know the proposed occupancy and construction type.

Separate mechanical and plumbing permits are required for any new construction, additions, or alterations. Combination mechanical and plumbing may only apply to single-family residential construction.

<i>Total Valuation</i>	<i>Base Permit Fee (Plus Applicable Plan Review and State Fees)</i>
\$0.00 – \$5,000.00	\$120.00
\$5,000.01 – \$25,000.00	\$120.00 for the first \$5,000.00, plus \$16.50 for each additional \$1,000.00 or fraction thereof, up to and including \$25,000.00.
\$25,000.01 – \$50,000.00	\$450.00 for the first \$25,000.00, plus \$13.50 for each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00.
\$50,000.01 – \$100,000.00	\$787.50 for the first \$50,000.00, plus \$9.50 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00.
\$100,000.01 – \$500,000.00	\$1,262.50 for the first \$100,000.00, plus \$7.50 for each additional \$1,000.00 or fraction thereof, up to and including \$500,000.00.
\$500,000.01 – \$1,000,000.00	\$4,262.50 for the first \$500,000.00, plus \$6.50 for each additional \$1,000.00 or fraction thereof, up to and including \$1,000,000.00.
\$1,000,000.01 and up	\$7,512.50 for the first \$1,000,000.00, plus \$5.00 for each additional \$1,000.00 or fraction thereof.

Other Building Permit Fees ⁴

Commercial Range Hood, with Fire Suppression.....	\$215.00
Commercial Range Hood, without Fire Suppression.....	\$155.00
Demolition Permit, plus State Fee	\$155.00
Dust Collection (Over 100 Cubic Feet)	\$155.00
Re-Roof Permit, Multi-Family or Commercial, plus State Fee	\$190.00
Re-Roof Permit, Single-Family, plus State Fee.....	\$155.00
Sign Permit	Use Building Permit Fees Table
Solar Photovoltaic System.....	Use Building Permit Fees Table
Spray Booth	\$320.00
Swimming Pool	Use Building Permit Fees Table
Temporary Structure or Dwelling (Annual Fee)	\$475.00
Wireless Communication Facility, Non-Small Cell.....	\$190.00

Plumbing and Mechanical Fees

Permit Issuance, Initial, plus Applicable Plan Review Fee	\$120.00 ⁵
Each Plumbing or Mechanical Fixture.....	\$15.00
Photovoltaic Systems and Heat Pumps	\$0 per fixture

Miscellaneous Building Fees

Appeal.....	\$1,500.00
Certificate of Occupancy, Standalone, initial	\$75.00
Geotechnical Report Review	\$450
Inspections	
Overtime (Min. 2-Hour Charge)	Hourly
Excessive Inspection Fee (3 or more inspections on the same correction).....	\$85 per Inspection
Building / House Relocation.....	Hourly ⁶
Other Inspections	Hourly
Outside Consultant / Third-Party Review	Actual Cost
Permit Extensions for Issued Permits	
Extension (One Permitted)	\$110
Plan Review Fee	65% of Permit Fee ⁷
Plan Review Fee, Plan Additions or Revisions (Min. 1-Hour Charge).....	Hourly

⁴ Fees for permit types listed under “Other Building Permit Fees” are due at the time of permit application, unless the permit fee is based on the building permit fees table. For permit types based on the building permit fee table, the plan review fee is due at the time of application, and the permit fee is due at the time of permit issuance.

⁵ Fee is per plumbing or mechanical permit.

⁷ Applies to all building permits where the fee is determined by valuation, and to all non-single-family plumbing and mechanical permits.

Completion Permit.....	50% of Original Permit Fee
State Building Code Council Fee	
Single-Family, Duplexes, and Townhomes	\$6.50, plus \$2.00 / Residential Unit Over One ⁸
Multi-Family and Commercial	\$25.00, plus \$2.00 / Residential Unit Over One ¹⁰
Surety, Performance	120% Total Cost of Design, Construction and Inspection

⁸ Fee is charged per commercial, multi-family, or single-family permit as established by [Revised Code of Washington \(RCW\) Chapter 19.27](#) and [Washington Administrative Code \(WAC\) 51-05](#). Typically, any work to construct, enlarge, alter, repair, move, demolish, or change the occupancy is subject to the fee. The fee amount is established by Washington State and is subject to change at any time.

Development Fees and Charges – Engineering

Projects may require multiple fees, depending on the scope and complexity. Please contact the Permit Center for a fee estimate.

All review fees and charges shall be paid before an application is deemed complete. Issuance of a permit or approval may be withheld until all fees and charges have been paid.

Clearing Permit Fees (No Associated Grading) ⁹

No Related Project Permit	\$150.00
Less Than 20,000 Sq. Ft.	\$415.00
20,000 Sq. Ft. or More.....	\$525.00

Grading Plan Review and Permit Fees ¹¹

Quantity (Cubic Yards / CY)	Base Permit Fee and Plan Review Fee ¹⁰
Less than 100 CY	\$300
100 CY – 1,000 CY	\$600
1,001 CY — 15,000 CY	\$1,000
More than 15,001 CY	\$2,000

Civil Plan Review Fees

Initial Review (includes 2 Reviews).....	\$905.00 ¹¹
Additional Plan Review, per Review	See Miscellaneous

Franchise Agreement Review Fees

Telecommunications Franchise, New or Renewal	\$5,000.00 Deposit ¹²
Cable Franchise, New or Renewal	\$3,500.00 Deposit ¹² ¹⁵

Right-of-Way Plan Review and Inspection Fees

Type A (Short-Term Non-Destructive, Non-Profit, 72 Hours or Less)	No Charge ¹³
Including Assemblies, Bike Races, Block Parties, Dumpsters, Moving Trucks or Pods, Non-Motorized Vehicle Races, Parades, Parking, Processions, Street Dances, and Street Runs.	
Type B (Short-Term Non-Destructive, For-Profit, 72 Hours or Less)	\$185.00 ¹⁶

⁹ A clearing and/or grading permit shall only be issued in conjunction with one of the items listed in Mukilteo Municipal Code (MMC) 15.16.050(A).

¹⁰ The fee for additional work under a valid permit shall be the difference in fees paid for the original grading quantity and the new, approved grading quantity.

¹¹ Required for any review involving civil plans with topographic, clearing and grading, tree retention, temporary erosion and sedimentation control, road and transportation, traffic control and/or landscaping. Additional fees may apply.

¹² Fees will be charged against the deposit based on the actual cost to the City for attorney and staff time. Any remaining funds shall be refunded to the payee.

¹³ Fee, if any, includes 2 required inspections. Additional inspections are charged at the current hourly rate for the Senior Engineering Technician.

Including Building / House Relocation, Dumpsters, Fairs, Oversize Loads, Temporary Sale of Goods, and Temporary Street Closure.

Type C (Temporary or Permanent Disturbance of Right-of-Way) ¹⁴

Public Improvements	No Charge ¹⁵
Short-Term, Non-Profit	No Charge ¹⁶
Small Cell Wireless Facilities (SWF) – MMC 5.45.060 ¹⁷	
5 or Fewer SWFs (Non-Recurring)	\$500.00 Deposit
Each Additional SWF (Non-Recurring)	\$500.00 Deposit, plus \$100.00 Deposit / SWF
New Pole (Non-Recurring).....	\$1,000.00 Deposit
Other Types	\$185.00 Base Fee, Plus Additional Inspection Fee ¹⁸
Inspection Fees	
Fences	No Additional Charge ¹⁹
Landscaping.....	No Additional Charge ²²
Painting.....	No Additional Charge ²²
Utility Installations.....	No Additional Charge ²⁰
Utility or Geotechnical Boring	No Additional Charge ²²
Curb Ramps / Driveways.....	1 Hour ²¹
Sidewalk Construction, Modification or Repair	1 Hour ²⁴
Stormwater Facilities	2 Hours ²²
Street Trenching.....	2 Hours ²⁵
Culverts.....	2 Hours ²⁵
Street Construction and / or Traffic Signals.....	6 Hours ²³
Type D (Disturbance of Unopened Right-of-Way).....	\$185.00 ^{13 / 24}
Trail Permit Fee.....	\$820.00

¹⁴ Type C Permits may be issued for a single use or multiple uses.

¹⁵ Road or stormwater improvements that will improve public access, landscaping right-of-way frontage(s) of single-family residences, parking, utility connections, or decrease City or public utility maintenance costs are no charge. This permit is only available to property owners and may not be used for development or utility agency activities.

¹⁶ For installation or repair of mailboxes, dumpster placement for single-family residences, or equivalent uses as approved by the Public Works Director.

¹⁷ Fee is not established. Fee will be charged based on reasonable, actual staff time spent processing right-of-way permits per the Hourly Rate Schedule. Excess deposit funds will be returned if deposit exceeds actual costs. If fee deposit is insufficient to cover actual costs, applicant must pay the overage amount.

¹⁸ Additional Inspection Fees shown below are estimates based on average inspections needed for the type of work performed. Additional inspections beyond what is shown in this table may be required based on the size and scope of the work to be performed within the right-of-way.

¹⁹ Locate and final inspections required (2 total).

²⁰ Locate and patch/final (2 total).

²¹ Locate, form, and place/final inspections required (3 total).

²² Locate, before cover, after cover and patch/final inspections required (4 total).

²³ Locate, utility, final grade, curb/gutter, paved roadway, sidewalk, landscape and final inspections required (8 total).

²⁴ See Chapter 12.08 MMC for acceptable uses of unopened right-of-way.

Type E (Long-Term or Permanent, No Physical Disturbance of Right-of-Way)..... \$185.00 ¹³

Including Air Rights, Bus Shelters / Stops, Construction Sites, Hauling Roads, Loading Zones, Mobile Peddling, Newspaper Stands, Recycle Facilities, Sanitary Waste Dumpsters, Underground Rights, Utility Facilities and Structures, and Special Structures.

Special Structures include Awnings, Banners, Benches, Flagpoles, Fountains, Kiosks, Mailboxes, Marquees, Signs and Street Furniture / Décor.

Type F (Long-Term or Permanent, Physical Disturbance of Right-of-Way for Personal Use or For-Profit) ¹³

Base Fee.....\$185.00, plus Annual Fee

Aerial Uses (Annual Fee) ²⁵

Retail or Commercial Areas Base Fee, plus \$1.22 / Lineal Ft.

Industrial Areas Base Fee, plus \$0.31 / Lineal Ft.

Residential Areas Base Fee, plus \$1.22 / Lineal Ft.

Underground Uses (Annual Fee) ²⁷

Retail or Commercial Areas Base Fee, plus \$0.25 / Sq. Ft.

Industrial Areas Base Fee, plus \$0.09 / Sq. Ft.

Residential Areas Base Fee, plus \$0.25 / Sq. Ft.

Surface Uses, such as Driveways, Indoor or Outdoor Storage, Sidewalk Cafes, Vending Machines (Annual Fee) ²⁷

Retail or Commercial Areas Base Fee, plus \$0.25 / Sq. Ft.

Industrial Areas Base Fee, plus \$0.09 / Sq. Ft.

Residential Areas Base Fee, plus \$0.25 / Sq. Ft.

Type G (Utility Companies / Franchisees)

Blanket Utility Permit (Annual Fee) \$360.00

Internal Roadway Review Fees

Plan Review Fees ²⁶

Multi-Family, Commercial, or Industrial \$940.00

Multi-Family, Commercial, or Industrial, Amendment \$375.00

Short Subdivisions..... \$465.00

Short Subdivisions, Amendment..... \$190.00

Full Subdivisions \$940.00

Full Subdivisions, Amendment \$375.00

Inspection Fees (Fee Covers up to 2 Inspections)

Temporary Erosion & Sedimentation Control \$150.00

Clearing & Grading..... \$150.00

Stormwater.....\$150.00 / 200 Linear Feet of Pipe

Roadway, Subgrade..... \$150.00

²⁵ For personal or commercial use, not for sale or lease to other customers. Fee is due annually.

²⁶ Due in addition to civil plan review fees.

Roadway, Curb / Gutter	\$150.00
Roadway, Paving	\$150.00
Sidewalks, Driveways, Curb Ramps	\$150.00
Final Inspection	\$150.00
Additional Inspections (Min. 1 Hour)	Hourly

Stormwater Review Fees

Stormwater Plan Review

Under the Threshold for Stormwater Minimum Requirements	\$75.00
Stormwater Minimum Requirements 1 – 5 Only, Initial (includes 2 Reviews)	\$300.00 ²⁹
Stormwater Minimum Requirements 1 – 9 Apply, Initial (includes 2 Reviews)	\$1,500.00 ²⁹
Additional Plan Review, per Review	See Miscellaneous
Plan Amendment (Approved and Not Started or Partially Constructed)	\$320.00
Existing Stormwater System Modification Review	\$430.00

Stormwater Inspection Fees

Bioretention, Detention, Water Quality, or Final Inspection	\$150.00 / Inspection
Conveyance	\$150.00 / 200 Linear Ft. of Pipe
All Other Project Types (Min. 1 Hour)	Hourly ²⁷
Additional Inspections (Min. 1 Hour)	Hourly ³⁰

Stormwater Minimum Requirement Exception, Administrative

\$820.00

Stormwater Minimum Requirement Exception

Base Fee	\$1,575.00, plus
Single Family Residential Hearing Examiner Fee	\$1,350.00
Multi-Family, Commercial, or Industrial Hearing Examiner Fee	\$2,750.00

Stormwater System Transfer Fee (Plan Review and Inspection)

\$1,285.00 ²⁸

Street Vacation and Private Street Dedication Review Fees

Street Vacation ([Chapter 12.24 MMC](#)) or Street Dedication ([Chapter 12.26 MMC](#))

Application Fee	\$1,250.00
Plus Legal Publication (Actual Cost)	\$225.00 Deposit

Miscellaneous Engineering Fees

Appeal

\$1,000.00

Development Standards Deviation Request

\$170.00

Inspections

Overtime (Min. 2-Hour Charge)

Hourly

²⁷ Current hourly rate for the Surface Water Technician.

³⁰ See MMC 13.12.100(D) for requirements to transfer a private stormwater system to the City.



2024 Master Fee Schedule

Resolution No. 2024-01

Effective Date: February 29, 2024

Re-Inspection	Hourly
Other Inspections	Hourly
Inspection of Unauthorized Work.....	Double Hourly
Noise Variance.....	See Land Use Fee Schedule
Outside Consultant / Third-Party Review	Actual Cost
Plan Review Fee, Plan Additions or Revisions (Min. 0.5-Hour Charge).....	Hourly
Surety, Maintenance or Performance	See Currently Adopted Development Standards

Development Fees and Charges – Fire

Projects may require multiple fees, depending on the scope and complexity. Please contact the Permit Center for a fee estimate.

All review fees and charges shall be paid before an application is deemed complete. Issuance of a permit or approval may be withheld until all fees and charges have been paid.

Fire Permit Fees

Commercial Range Hood, with Fire Suppression.....	See Building Fee Schedule
Dust Collection (Over 100 Cubic Ft.)	See Building Fee Schedule
Fire Alarm Permit	
Initial, plus Applicable Plan Review Fee	\$288.00, plus \$6.00 / Appliance over 20 units
Supplemental, plus Applicable Plan Review Fee	\$144.00, plus \$6.00 / Appliance over 20 units
Fire Clean Agent System Permit.....	\$288
Fuel Storage Tank	
Installation (Residential)	\$230.00
Installation (Commercial)	See Building Permit Fees Table
Removal.....	\$230.00
Operational Permit	\$52.00
Spray Booth	See Building Fee Schedule
Sprinkler System Permit	
Initial, plus Applicable Plan Review Fee	\$288.00, plus \$6.00 / Sprinkler Head over 20 units
Supplemental, plus Applicable Plan Review Fee	\$144.00, plus \$6.00 / Sprinkler Head ²⁹
Underground Fire Main / Hydrant Connection.....	See Building Permit Fees Table

Miscellaneous Fire Permit Fees

Appeal.....	\$1,000.00
Inspections	
Overtime (Min. 2-Hour Charge)	Hourly
Re-Inspection	Hourly
Other Inspections	Hourly
Inspection of Unauthorized Work.....	Double Hourly
Outside Consultant / Third-Party Review	Actual Cost
Plan Review Fee	65% of Permit Fee ³⁰
Plan Review Fee, Plan Additions or Revisions (Min. 1-Hour Charge).....	Hourly

²⁹ For each permit where the original permit has not expired or been cancelled or finalized.

³⁰ Applies to all fire alarm and sprinkler system permits.

Development Fees and Charges – Land Use

Projects may require multiple fees, depending on the scope and complexity. Please contact the Permit Center for a fee estimate. All review fees and charges shall be paid before an application is deemed complete. Issuance of a permit or approval may be withheld until all fees and charges have been paid.

Review fees cover two reviews. Each additional review beyond two is charged a fee.

Land Use Permits

Accessory Dwelling Unit	\$725.00
Binding Site Plan	\$2,500.00
Conditional Use Permit ³¹	\$2,500.00
Development Agreement ³⁵	\$3,500.00
Essential Public Facility ³³	\$4,500.00
Fence Modification	\$500.00
Floodplain Letter	No Charge
Floodplain, Programmatic Development Permit	\$400.00
Floodplain, Substantial Development Permit	\$700.00
Forest Practice Permit (RCW 76.09.240) – Class IV	\$575.00 Deposit (Actual Cost)
Historic Site Application	\$1,000.00
Lot Line Adjustment.....	\$1,000.00
Noise Variance	\$1,000.00
Project Plan Review	\$3,000.00
Pre-Application Meeting	No Charge
Reasonable Use Permit ³²	\$3,000.00
State Environmental Policy Act (SEPA) Review Standard	\$850.00
SEPA Review, Environmental Impact Statement (EIS)	\$5,000.00 Deposit (Actual Cost)
Shoreline Conditional Use Permit ³³	\$5,500.00
Shoreline Exemption	\$400.00
Shoreline Substantial Development Permit.....	\$4,000.00
Shoreline Variance ³³	\$5,500.00
Short Subdivision, Preliminary Review	\$3,500.00
Short Subdivision, Final Review	\$1,500.00
Subdivision, Preliminary Review ³³	\$4,200.00
Subdivision, Final Review ³³	\$1,500.00
Variance ³⁴	\$2,000.00
Wireless Communication Facilities	\$4,750.00
Wireless Communication Facilities (Small Cell)	\$500.00

³¹ Hearing Examiner fee applies.

³² Hearing Examiner fee may apply, depending on threshold.

³³ Attorney fee applies.

Comprehensive Plan and Zoning Changes

Comprehensive Plan and Subarea Plans, Map <u>or</u> Text Amendment	\$1,500.00
Comprehensive Plan and Subarea Plans, Map <u>and</u> Text Amendment	\$2,500.00
Master Plan, Initial or Amendment	\$4,000.00
Rezone, Site-Specific	\$4,000.00
Rezone, Concurrent with Comprehensive Plan Amendment	\$2,000.00
Sector Plan Amendment	\$4,500.00
Municipal Code Amendment	\$1,500.00

Other Fees

Additional Plan Review (each review beyond two)	\$750.00
Appeal	\$1,250.00
Attorney Fee	\$1,000.00 Deposit (Actual Cost)
Extension/renewal of permit	\$150.00 each
Hearing Examiner Review (Variance, Reasonable Use or Conditional Use)	\$3,500.00
Hearing Examiner Review (Other)	\$4,000.00
Minor Modification/Amendment to Land Use Approval	½ the price of initial application
Outside Consultant / Third-Party Review	Actual Cost
Public noticing fee (when not included in base permit)	\$500.00
Tree Permit, Standard	No Charge
Tree Permit, Critical Areas	\$100
Tree Permit, After Code Violation	\$500
Zoning Confirmation / Verification Letter	\$175.00
Zoning Code Interpretation	\$275.00

Impact and Mitigation Fees

Critical Areas Mitigation Program (CAMP)

Fee-in-Lieu of Buffer Mitigation.....\$5.35 / Sq. Ft.

Park Impact Fee

Single-Family\$2,438.00 / Unit

Multi-Family.....\$1,611.00 / Unit

School Impact Fee ³⁴

Single-Family\$1,121/ Unit

Multi-Family, 1 Bedroom.....\$700

Multi-Family, 2 or More Bedrooms (Includes Duplexes and Townhomes)\$11,846

Traffic Impact Fee

Per PM Peak Hour Trip \$1,875.00 ³⁵

Washington State Department of Transportation (WSDOT) Sector 3..... Contact WSDOT for Fee

Miscellaneous Impact and Mitigation Fees

Deferral of Park, School, or City Traffic Mitigation Fee..... \$50.00 / Lot

³⁴ School Impact Fees are set by the Mukilteo School District and are subject to change. The fee is subject to an additional 2% Administrative Fee assessed by the City on behalf of the Mukilteo School District.

³⁵ Fee is calculated as number of trips to two decimal places times \$1,875.00

Utility Charges

Outside Utilities

The City of Mukilteo does not own or operate the local electric, gas, water or wastewater utilities. Please contact the appropriate utility for any development charges and rates:

Electric Snohomish County Public Utility District No. 1
 Gas Puget Sound Energy
 Water Alderwood Water & Wastewater District or Mukilteo Water & Wastewater District
 Wastewater Alderwood Water & Wastewater District or Mukilteo Water & Wastewater District

Surface Water Utility Monthly Charges

Schedule A: Single-Family Residential and Duplexes \$23.43 / Unit / Month ³⁶
 Schedule B: Multi-Family, Commercial and Non-Residential..... \$23.43 / ERU / Month ³⁷

³⁶ Single-family residences with an accessory dwelling unit (ADU) are charged at the single-family rate as one unit.

³⁷ The monthly fee for all multi-family, commercial, and non-residential properties shall be computed in accordance with the following formula:

$$\text{HSA for subject property} / 2,500 \text{ Sq. Ft.} = \text{ERUs}$$

$$\text{Monthly Fee} = \text{ERUs} \times \text{SFD Fee}$$

Where:

ERU = Equivalent Residential Unit
 HSA = Hard Surface Area in Sq. Ft. (see MMC 17.08)
 SFD = Single-Family / Duplex

Recreation Facility Fees and Charges

Classes, Exhibits and Community Events

Class, Exhibit and Event Fees See Seasonal Recreation Guide

Call Center Fee – Per Facility/Site

Staff assistance for booking, changing, or canceling reservations. **NON REFUNDABLE**
(ActiveNet Transaction fee and \$2.00)

Cancellations ³⁸

Class or Program Less Than \$10.00 No Refund

Withdrawal 6 Business Days or More Prior to Start 100% Refund, Less \$14.00 Fee

Withdrawal 5 Business Days or Less Prior to Start No Refund

Outdoor Facility Rentals

Lighthouse Facility

General Public (0 – 2 Hours) \$300.00

Commission Events, Active Duty Military No Charge ³⁹

Security Deposit \$200.00

Cancellations Redundant to single policy that applies to all

14 Days or More Prior to Reservation Date 100% Refund, Less Security Deposit

13 Days or Less Prior to Reservation Date No Refund

Picnic Shelters

Large Shelter \$150.00 / Full Day or \$80.00 / Half Day 9-3 or 4-dusk

Small Shelter \$70.00 / Full Day or \$40 / Half Day 9 – 3 or 4 - Dusk

Rosehill Outdoor Grounds ⁴⁰

Use of Grass or Plaza Area (0 – 6 Hours) \$500.00

Each Additional Hour \$100.00 / Hour

Security Deposit \$200.00

Cancellations ⁴¹

90 Days or More Prior to Reservation Date 100% Refund, Less Security Deposit

89 Days or Less Prior to Reservation Date No Refund

Sand Volleyball Court \$15.00 / Hour

Wedding Circle

Use of Wedding Circle (0 – 3 Hours) \$75.00

Each Additional Hour \$15.00 / Hour

³⁸ A full refund will be provided if the City needs to cancel a class or reservation for any reason.

³⁹ Security deposit required.

⁴⁰ Changes may be made to reservations, subject to availability. Additional rental fees must be paid in full at the time of the change. Changes to the date will be treated as a cancellation and new reservation. See the seasonal Recreation Guide for additional details.

Cancellations ⁴¹

14 Days or More Prior to Reservation Date 100% Refund, Less \$14.00 Fee

13 Days or Less Prior to Reservation Date No Refund

Rosehill Room Rentals

	Hourly Rates	
	Resident or Non-Profit Discount	Non-Resident
Classrooms⁴¹		
Vancouver, Frost, or Fowler	8-4pm \$30.00 4 – Close \$42.00 Weekends \$58.00	8-4pm \$36.00 4 – Close \$50.00 Weekends \$70.00
Christensen, Dance, or Art	8-4pm \$30.00 4 – Close \$42.00 Weekends \$58.00	8-4pm \$36.00 4 – Close \$50.00 Weekends \$70.00
Blue or Green	M-F \$35.00 Weekends \$42.00	M-F \$42.00 Weekends \$50.00
Kitchen Only	M-F \$35.00 Weekends \$42.00	\$43.00 M-F \$42.00 Weekends \$50.00
Point Elliott Room, Monday through Friday, All Year ⁴²		
Full Room with Kitchen, Blue or Green Rooms	\$225.00	\$270.00
Full Room with Kitchen Only	\$180.00	\$220.00
Point Elliott Room, Saturday (10-Hour Block), May – September Peak Season⁴⁵		
Full Room with Kitchen, Blue or Green Rooms	\$4,450.00	\$4,450.00
Point Elliott Room, Saturday (10-Hour Block), October – April Off-Peak⁴⁵		
Full Room with Kitchen, Blue or Green Rooms	\$4,000.00	\$4,000
Point Elliott Room, Sunday (10-Hour Block), All Year ⁴⁵		
Full Room with Kitchen, Blue or Green Rooms	\$3,000	\$3,600
Fee for Events Serving Alcohol		
Classrooms, Kitchen, Dance or Art Rooms	\$100.00	\$100.00
Point Elliott Room	\$200.00	\$200.00
Point Elliott Room Security / Damage Deposit / Late Departure		
Mon – Thur Events	\$300.00	\$300.00
Fri, Sat, Sun Events	\$800.00	\$800.00

⁴¹ Security deposit and 100% of the hourly rental fees are due at booking.

⁴² Security deposit and 50% of the hourly rental fees are due at booking. Remainder is due 90 days prior to the rental date.

	<i>Hourly Rates</i>	
	<i>Resident or Non-Profit Discount</i>	<i>Non-Resident</i>

Rosehill Fitness Room>Showers

Drop-In.....	\$5.00 / visit / day
Monthly Pass.....	\$30.00 ⁴³
Monthly Pass (Seniors, 60+)	\$25.00 ⁴⁴

Special Event Permits

Insurance may be required for any special event held in City parks, facilities, or public roads.

Large Special Events

Application Fee	\$100.00 ⁴⁵
Event Fee ⁴⁶	

<i>Anticipated Attendance</i>	<i>No Entry Fee</i>	<i>Entry Fee</i>
1 – 99	\$0.00	\$100.00
100 – 200	\$100.00	\$200.00
201 – 1,000	\$200.00	\$600.00
1,001 +	\$400.00	\$900.00

Emergency Services (Ambulance or Bike Team) Standby Fee	\$200.00 / Hour
Cleanup / Damage	Actual Costs
Cancellation ⁴¹	
7 Days or More Prior to Reservation Date	100% Refund, Less \$15.00 Fee
6 Days or Less Prior to Reservation Date	No Refund
Same Day Cancellation Due to Exigent Circumstances ⁴⁷	50% Refund

Miscellaneous Recreation Fees and Charges

On-Call Staff (e.g. Theatre Technical Services)	\$35.00 / Hour
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⁴³ The 20 Pass Card is transferable between family members and does not expire. Pass cards are non-refundable.

⁴⁴ The 20 Pass Card is transferable between family members over the age of 60 and does not expire. Pass cards are non-refundable.

⁴⁵ The application fee for special event permits is non-refundable.

⁴⁶ Event Fees are due in full 14 days prior to the first day of the event.

⁴⁷ Exigent circumstances include circumstances beyond the control of the applicant, including extreme weather, natural catastrophe, or dangerous conditions.



2024 Master Fee Schedule

Resolution No. 2024-01
Effective Date: February 29, 2024

City Cancellation of Class or Reservation	100% Refund
Post Event Clean-Up	\$400.00
Point Elliot Room Partition	\$100
Commercial Use of Park Property	
(Boot Camp, Forest Preschool, Yoga, Food Truck, etc)	\$25/Day/Park
.....	\$400/Month/Park

Ambulance Transportation and Mileage Fees

All persons, businesses, and industries provided Emergency Medical and Ambulance Services for services shall pay the following fees, with the exception of City of Mukilteo employees where the cause of the emergency requiring such services is related to their employment with the City of Mukilteo.

Ambulance Transportation Fees

Transportation from the initial patient location to a medical facility or to any other designated patient transfer location.

Basic Life Support, Emergency Response	\$1,063.00
Basic Life Support, Non-Emergency Response	\$1,063.00
Advanced Medical Life Support, Level I Response	\$1,583.00
Advanced Medical Life Support, Level II Response	\$1,744.00

Mileage Fees

Per Mile	\$27.00 ⁴⁸
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⁴⁸ Medicare is calculated to the nearest tenth of a mile.

Miscellaneous Fees and Charges

Fees for those services not specifically listed below, that in the determination of the Finance Director should be charged, shall be established by the Finance Director to recover the reasonable costs of providing the service. When applicable, the current State sales tax in effect shall be charged.

General Charges

Certified Clearance Letters Fee	\$5.00
Collection Fee (Chapter 3.15 MMC)	Collection Agency Fee, Plus 25% of Original Debt
Delinquent Tax – Late Penalty.....	10% / Month Late or Portion Thereof
Filing	Actual Costs
Fingerprinting, Initial (Includes 2 Fingerprint Cards).....	\$20.00
Fingerprinting, Each Additional Fingerprint Card.....	\$3.00
Meeting Transcription.....	Actual Costs
Returned Checks / Insufficient Funds	\$50.00

Parking

Boat Launch Parking – Lighthouse Park

Annual, Resident	\$85.00
Annual, Non-Resident	\$170.00 ⁴⁹
Daily, May 15 – September 30	\$15.00
Daily, October 1 – May 14	\$10.00
Monthly (Non-Peak Hour) Parking – Designated City Parking Area	\$200.00 / Month
Non-Peak Hour Parking.....	\$200.00 / Month
Paid Parking Zone.....	\$3.00 / Hour

Public Records Requests – Fees

Photocopies

Photocopies, Up To 11” x 17”	\$0.15 / Side / Page
Large Documents	Actual Costs
Budget Documents.....	\$5.00
Documents on Disks	\$5.00
Financial Statements.....	\$5.00
Bid Specs.....	Actual Costs
City Maps	Actual Costs
Municipal Code/Supplements	Actual Costs
Zoning Code and Subdivision Code	Actual Costs

⁴⁹ Due to Lighthouse Park deed restrictions, non-resident fees can be no more than twice the resident fee.

Scanning

Scanning, Up To 11" x 17"	\$0.10 / Side / Page
Scanning, Over 11" x 17", First Page.....	No Charge
Scanning, Over 11" x 17", Two or More Pages	Actual Costs

Transmittal

Per 4 Attachments, Uploads, or Other Electronic Delivery	\$0.05
Per Gigabyte of Electronic Transmission	\$0.10
Digital Storage Device	Actual Costs
Envelope or Other Physical Transmittal Container.....	Actual Costs
Postage and Delivery Costs	Actual Costs

Public Records Requests – Policies

Photocopies of Agendas and Packets

Agendas for Council / Board / Commission Meetings will be mailed at no cost upon receipt of a written request along with the necessary self-addressed and stamped envelopes.

Outside Vendors

The City will use an outside vendor for copying or scanning services when the City cannot scan or copy large (larger than 11" x 17") or nonstandard records with its own equipment, or when the City, in its discretion, determines that use of an outside vendor would be more cost- or time-efficient. In this case the City will charge the requestor the actual costs incurred from using an outside vendor, as determined by the vendor's final bill or invoice.

Customized Service Charge

In addition to the fees above, the City may impose a customized service pursuant to RCW 42.56.120(3).

Cumulative Fees

The fees above may be combined to the extent more than one applies to a particular request.

Alternative Fees

The City may, in its discretion, choose to impose a flat fee of \$5.00 as an alternative to the fees above if it reasonably estimates that a request will incur more than \$5.00 in fees. The City may also enter into mutual agreements with requestors that provide for alternative fees and/or clarify the details of fee payments.

Deposit

The City may require a requestor to supply a deposit of up to 10% of the estimated fees for the request, including any applicable customized service charge.

Waiver

In addition to the waivers above for agendas and packets, the City will waive fees when the total fees for a request (including all installments) are less than \$5.00. The City will also waive fees when the requestor is a federal, state or local agency.